

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

**TITLE: TRANSPORTATION COORDINATOR**

### DEFINITION

Under direction, to act as the City representative with various agencies on an array of transportation and traffic issues; to perform professional level assignments on transportation planning topics and ongoing transit and traffic issues; to perform intergovernmental relations and to serve as a liaison with other agencies that offer direct influence or impact with the overall transportation issues with the City; to perform general planning and engineering duties associated with transportation; assure that transportation plans and issues in the City are in compliance with all applicable regulations; and to do related work as required.

**REPORTS TO:** Public Works Director

## SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. May exercise close to general supervision over professional, para-professional, technical and administrative support staff, as assigned.

## EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Monitor conceptual regional transportation planning proposals to evaluate potential opportunities and impacts.
- Evaluate and prepare project budgets and potential revenue sources for funding opportunities.
- Prepare staff reports, status reports and technical advisory reports for presentation to City Council, Commissions and various committees.
- Represent the City at Board and/or committee meetings and professional workshops/seminars.
- Provide technical oversight to consultants on various transportation issues.
- Plan and conduct transportation related studies and projects.
- Research and gather data and work closely with departmental staff in analyzing data, formulating procedures and interpreting statistical data and related information.
- Identify funding sources for transportation programs and develop funding proposals.
- Investigate transportation grant availability and prepare grant applications and support documentation.
- Work with the City's Intergovernmental Affairs Officer to secure support on intergovernmental issues, state administrative proposals, legislative policies and funding programs.
- Keep abreast of federal, state and local legislative and regulatory changes that may affect transportation programs, inform management of changes, and make adjustments to department programs.
- Coordinate and review transportation projects and programs offered from other agencies to maximize funding opportunities.
- Implement, review and monitor Annual Congestion Program.

- Coordinate public and private transportation improvement plans.
- Review and coordinate regional and corridor transportation studies.
- Integrate the planning and funding process for transportation operation, maintenance, capital facilities and equipment.

## **QUALIFICATIONS**

### **Knowledge of:**

- Budget process.
- Regional transportation issues relating to the City of Riverside.
- Applicable federal, state and local transportation rules and regulations.

### **Ability to:**

- Recognize important transportation trends and issues.
- Work with and coordinate with regional transportation agencies.
- Communicate clearly and concisely, both orally and in writing.
- Present issues to the public and City Council.
- Write staff reports.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited college or university in transportation planning, public administration, business administration, engineering or a related field.

Experience: Three to five years of related transportation planning experience.

**MEDICAL CATEGORY:** Group 1

## **NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

## **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Transportation Coordinator

**TO:**